EXCEL

Introductory Lesson

1. Start🡪Programs🡪Microsoft Office🡪 double click on Microsoft Excel.
2. Save as: Excel Introduction to your “P” drive.
3. Click in cell A2 and type text as shown on the handout; enter.
4. Click in cell A4 and type the title; enter. To merge & center the title, run your mouse over cells A4 through H4 to select this range of cells🡪merge & center icon in the Alignment Group.
5. Type text for row 6. To widen the columns to fit all text, double click on the separation line between column letters.
6. Continue to type text for rows 7 through 11 as shown.
7. To write a formula to calculate the totals, click in cell B11, type an = sign, then click on cell B7+B8+B9+B10 and enter. To copy this formula to total the other columns, click on cell B11, click on the square box in the lower right corner of the cell; the square will become a + sign, drag across to H11.
8. In cell A14, type your name/grade/team name; then merge & center it.
9. To show your formulas🡪 CTRL**~**
10. Re-adjust the width of each column by double clicking on the separation line between column letters.
11. Click on Page Layout Ribbon🡪Orientation🡪Landscape.
12. Select cells A1 – H14🡪Page Layout Ribbon🡪 Print Area🡪 Set Print Area.
13. To show the gridlines: Page Layout Ribbon🡪Page Setup Dialogue Box Launcher🡪 Sheet Tab🡪 Print: Gridlines🡪 Black & White🡪Row & Column Headings, OK.
14. Save
15. Office Button🡪 Print Preview🡪 Print

P/CITE/Classroom Management/Basic Training/Excel Introductory Lesson